Authorizing CPA Signature

Au(	ditir dunde	1 <b>g F</b> r P.A.	Procedu 2 of 1968, as	ires Rej amended an	<b>port</b> id P.A. 71 of 1919	, as amended.				
Local Unit of Government Type							Local Unit Name	9		County
	Count	•	□City	⊠Twp	□Village	□Other	Addison To	wnship		Oakland
	al Yea		2006		Opinion Date	2006		Date Audit Report Submitted		
			2006		August 23	, 2006		September 27, 200	<del></del>	
	affirm									
			•		s licensed to p		•			
					erial, "no" resp ments and rec			ed in the financial stateme	ents, incli	uding the notes, or in the
	YES	2	Check ea	ach applic	able box bei	ow. (See in:	structions for	further detail.)		
1.	X				nent units/func es to the finan				ncial stat	ements and/or disclosed in the
2.	×							nit's unreserved fund bala udget for expenditures.	nces/unr	estricted net assets
3.	×		The local	unit is in d	compliance wit	th the Unifo	rm Chart of A	ccounts issued by the Dep	artment	of Treasury.
4.	×		The local	unit has a	dopted a bud	get for all re	quired funds.			
5.	X		A public h	nearing on	the budget wa	as held in a	ccordance wit	h State statute.		•
6.	×				ot violated the ssued by the L				Emerger	cy Municipal Loan Act, or
7.	X		The local	unit has n	ot been delind	quent in dist	ributing tax re	venues that were collecte	d for ano	ther taxing unit.
8.	×		The local	unit only b	nolds deposits	/investment	ts that comply	with statutory requiremen	its.	
9.	The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the Bulletin for Audits of Local Units of Government in Michigan, as revised (see Appendix H of Bulletin).						d in the <i>Bulletin for</i>			
10.	X		that have	not been	previously cor	nmunicated	to the Local			during the course of our audit If there is such activity that has
11.	X		The local	unit is free	e of repeated	comments f	rom previous	years.		
12.	X		The audit	opinion is	UNQUALIFIE	D.				
13.	X				complied with ( g principles (C		GASB 34 as	modified by MCGAA State	ement #7	and other generally
14.	X		The board	d or counc	il approves all	l invoices pr	rior to paymer	it as required by charter o	r statute.	
15.	$\boxtimes$		To our kn	owledge, l	bank reconcili	ations that v	were reviewed	were performed timely.		
incli des	uded cripti	in tl on(s)	nis or any of the aut	other aud hority and	lit report, nor /or commissio	do they ot n.	otain a stand-	alone audit, please enclo		the audited entity and is not ame(s), address(es), and a
			<del>-</del>		statement is	<del></del>	1	·		
We	have	e end	closed the	following	g:	Enclosed	Not Required	d (enter a brief justification)		
Financial Statements										
The	e lette	er of (	Comments	and Reco	mmendations					
Oth	er (D	escrib	9)							
			locountant (Fi he, Lutz a	•	LP			Telephone Number 734-453-8770		
	et Add			,				City	State	Zip
10	34 V	V. Aı	nn Arbor "	Trail				Plymouth	MI	48170

Printed Name

Rana M. Emmons, CPA

License Number 22716

### TOWNSHIP OF ADDISON Oakland County, Michigan

### **AUDITED FINANCIAL REPORT**

For the Fiscal Year Ended March 31, 2006

### TOWNSHIP OF ADDISON For the Year Ended March 31, 2006

### Table of Contents

### **INTRODUCTORY SECTION**

**Table of Contents** 

FINANCIAL SECTION	<u>Page</u>
Independent Auditor's Report	. 1
Management's Discussion and Analysis	. 2-6
Basic Financial Statements:	
Government Wide Financial Statements:	
Statement of Net Assets	. 7
Statement of Activities	. 8
Fund Financial Statements:	
Balance Sheet - Governmental Funds	. 9
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds	. 10
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	. 11
Statement of Fiduciary Net Assets	. 12
Notes to Financial Statements	. 13-2 <i>6</i>
Required Supplementary Information:	
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual - General Fund	. 27
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Police Protection Special Revenue Fund	. 28
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual - Fire Operating Special Revenue Fund	. 29
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual – Fire Capital Special Revenue Fund	. 30

FINANCIAL SECTION

### POST, SMYTHE, LUTZ and ZIEL LLP

Certified Public Accountants

#### **PLYMOUTH**

1034 WEST ANN ARBOR TRAIL P.O. BOX 5520 PLYMOUTH, MI 48170-1502

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Jennifer A. Galofaro, C.P.A., C.V.A. Susan H. Bertram, C.P.A. Paula Ge, C.P.A.

#### **BLOOMFIELD HILLS**

3707 WEST MAPLE ROAD SUITE 101 BLOOMFIELD HILLS, MI 48301-3212

> TELEPHONE (248) 644-9125 FAX (248) 593-1986

Independent Auditor's Report

August 23, 2006

To the Board of Trustees Township of Addison Oakland County, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining information of the Township of Addison, Michigan, as of and for the year ended March 31, 2006, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township of Addison's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Addison as of March 31, 2006, and for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Respectfully,

Post, Smthe, Litht 22 POST, SMYTHE, LUTZ and ZIEL LLP Certified Public Accountants

### Management's Discussion and Analysis

As management of the Township of Addison, we offer readers of the Township of Addison's financial statements this narrative overview and analysis of the financial activities of the Township of Addison for the fiscal year ended March 31, 2006.

### **Financial Highlights**

- The assets of the Township of Addison exceeded its liabilities at the close of the most recent fiscal year by \$7,346,142 (*net assets*). Of this amount, \$3,068,747 (*unrestricted net assets*) may be used to meet the government's ongoing obligations to citizens and creditors.
- As of the close of the current fiscal year, the Township of Addison's governmental funds reported combined ending fund balances of \$3,153,099, an increase of \$291,902 in comparison with the prior year. Approximately 97 percent of this amount, \$3,068,747 is available for spending at the government's discretion (unreserved fund balance).

### **Overview of the Financial Statements**

This discussion and analysis are intended to serve as an introduction to the Township of Addison's basic financial statements. The Township of Addison's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of the Township of Addison's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the Township of Addison's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of The Township of Addison is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows.* Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The government-wide financial statements present functions of the Township that are principally supported by taxes and intergovernmental revenues (*governmental activities*). The governmental activities of the Township of Addison include general government, public safety, planning and zoning, public works, and recreation and culture. The government-wide financial statements can be found on pages 7-8 of this report.

**Fund financial statements.** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Township of Addison, like other state and local governments, used fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Township of Addison can be divided into either governmental funds or fiduciary fund categories.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Township of Addison maintains 5 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, Police Protection Special Revenue Fund, Fire Operating Special Revenue Fund, and the Fire Capital Special Revenue Fund, all of which are considered to be major funds.

A budgetary comparison statement has been provided for the General, Police Protection, Fire Operating, and Fire Capital Funds to demonstrate compliance with the annual appropriated budget.

*Fiduciary funds.* Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support the Township of Addison's own programs.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### **Government-wide Financial Analysis**

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Township of Addison, assets exceeded liabilities by \$7,346,142 at the close of the most recent fiscal year.

A significant portion of The Township of Addison's net assets (57 percent) reflects its investment in capital assets (e.g., land, buildings, vehicles, and equipment), less any related debt used to acquire those assets that is still outstanding. The Township of Addison uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the Township of Addison's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

### Township of Addison's Net Assets

	2006	2005
Current and other assets	\$3,309,191	\$3,148,008
Capital Assets	4,917,614	4,989,393
Total Assets	8,226,805	8,137,401
Long-term liabilities	724,571	796,644
Other liabilities	156,092	286,811
Total Liabilities	880,663	1,083,455
Net Assets:		
Invested in capital assets,		
net of related debt	4,193,043	4,192,749
Restricted	84,352	82,840
Unrestricted	3,068,747	2,778,357
Total Net Assets	\$7,346,142	\$7,053,946

An additional portion of the Township of Addison's net assets (1 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net assets* (\$3,068,747) may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the Township of Addison is able to report positive balances in all three categories of net assets, both for the government as a whole, as well as for its separate governmental activities. The Township's net assets increased by \$292,196 during the current fiscal year.

The increase in net assets, is presented in the table below:

	2006	2005			
Program Revenues:		'			
Charges for Services	\$ 402,984	\$ 290,026			
Operating Grants & Contributions	10,637	50,749			
Capital Grants & Contributions	-	-			
General Revenues:					
Property Taxes	2,045,356	1,908,330			
State Shared Revenues	438,078	436,369			
Unrestricted Investment Earnings	138,149	61,201			
Other	7,168	8,571			
Total Revenues	3,042,372	2,755,246			
Program Expenses					
General Government	806,824	892,266			
Public Safety	1,822,653	1,652,044			
Planning and Zoning	48,699	54,681			
Public Works	30,962	36,005			
Recreation and Cultural	13,958	15,153			
Interest on Long-Term Debt	27,080	14,604			
Total Expenses	2,750,176	2,664,753			
Change in Net Assets	\$ 292,196	\$ 90,493			

Governmental funds. The focus of the Township of Addison's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Township of Addison's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Township of Addison's governmental funds reported combined ending fund balances of \$3,153,099, an increase of \$291,902 in comparison with the prior year. The *unreserved fund balance*, which is the amount available for spending at the government's discretion, represents 97% of the total fund balance. The remainder of fund balance is *reserved* to indicate that it is not available for new spending because it has already been committed to uphold agreements (\$84,352).

The general fund is the chief operating fund of The Township of Addison. At the end of the current fiscal year, unreserved fund balance of the general fund was \$1,195,461, while total fund balance is \$1,278,764.

The fund balance of the Township of Addison's general fund increased by \$254,372 during the current fiscal year. The key factors in this increase were legal fee recovery in the amount of \$124,875 from lawsuits and settlement agreements, an increase in the interest rates resulting in a \$68,900 increase in interest revenue, and a decrease in professional fees of \$86,150 over the prior year.

### **General Fund Budgetary Highlights**

Differences between the original budget and the final amended budget were minor adjustments within departments with a net effect of no increase or decrease from the total original budget.

### **Capital Asset and Debt Administration**

Capital assets. The Township of Addison's investment in capital assets for its governmental activities as of March 31, 2006, amounts to \$4,917,614 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, vehicles and equipment, and parks. The total decrease in the Township of Addison's investment in capital assets for the current fiscal year was 1 percent, as a result of depreciation expense. The Township purchased a total of \$78,238 of building improvements and equipment in the current year.

**Long-term debt.** At the end of the current fiscal year, the Township of Addison had total debt outstanding of \$724,571 including \$690,364 of installment loans payable. All of The Township of Addison's debt represents general obligation debt backed by the full faith and credit of The Township of Addison, subject to constitutional limit.

Additional information on the Township of Addison's long-term debt can be found in note IV. D. on pages 23-24 of this report.

### **Economic Factors and Next Year's Budgets and Rates**

The fiscal year 2006-2007 budget adopted by the Township projects that approximately \$35,000 of the General Fund balance will be expended during the year (expenditures exceeding revenues).

Increases in the Township's taxable value have provided additional revenue while the total millage rate has been reduced due to Headlee roll backs, providing a minimal increase in tax revenues to the Township. Also, the Township has not filled some of the positions that are currently open, but rather has had existing staff absorb those duties to keep costs down.

### Requests for Information

This financial report is designed to provide a general overview of the Township of Addison's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Office of the Township Supervisor, 1440 Rochester Road, Leonard, MI 48367.

BASIC FINANCIAL STATEMENTS

### TOWNSHIP OF ADDISON Statement of Net Assets March 31, 2006

	Governmental Activities
<u>ASSETS</u>	
'	\$ 996,994
Restricted Assets - Cash	83,303
Receivables (net of allowance for uncollectibles):	0.040.000
Taxes	2,042,992
Accounts	10,000
Due from Other Governmental Units	139,913
Prepaid Expenses	35,989
Capital Assets (Net of Accumulated Depreciation)	4,917,614
Total Assets	8,226,805
LIA DILITIES	
LIABILITIES	100 (00
Accounts Payable	130,689
Accrued Liabilities	25,403
Noncurrent Liabilities:	00.400
Due within one year	99,488
Due in more than one year	625,083
Total Liabilities	880,663
NET ASSETS	
Invested in Capital Assets, net of related debt	4,193,043
Restricted for:	
Cemetery	1,049
Gravel Site	83,303
Unrestricted	3,068,747
Total Net Assets	\$ 7,346,142

# TOWNSHIP OF ADDISON Statement of Activities For the Year Ended March 31, 2006

				Program Revenues  Operating Charges for Grants and			•	Net (Expense) Revenue and Changes in Net Assets Governmental
	_	Expenses		Services		Contributions	•	Activities
<u>Functions/Programs</u>								
Primary Government:								
Governmental Activities:								
General Government	\$	806,824	\$	72,534	\$	10,637	\$	(723,653)
Public Safety		1,822,653		169,888		-		(1,652,765)
Planning and Zoning		48,699		160,562		-		111,863
Public Works		30,962		-		-		(30,962)
Recreation and Cultural		13,958		-		-		(13,958)
Interest on Long-Term Debt	_	27,080		-		-		(27,080)
Total Governmental Activities	\$	2,750,176	\$	402,984	\$	10,637		(2,336,555)
		General Reve		es:				
		Property Tax						2,045,356
		State Shared						438,078
		Franchise Ta						7,168
				estment Earnir	ngs			138,149
		Total Gen	era	Il Revenues				2,628,751
				Change in No	et A	ssets		292,196
				Net Assets - B	egir	nning		7,053,946
				Net Assets - E	ndir	ng	\$	7,346,142

## TOWNSHIP OF ADDISON Balance Sheet Governmental Funds March 31, 2006

<u>ASSETS</u>	_	General	Police Protection		Fire Operating		Fire Capital		Other Governmental Funds		Total Governmental Funds
Cash and Cash Equivalents Restricted Assets Receivables (net of allowance	\$	650,734 \$ 83,303	57,334	\$	85,526 -	\$	202,351 -	\$	1,049	\$	996,994 83,303
for uncollectibles): Taxes Accounts		336,638 10,000	877,355		620,521		208,478		-		2,042,992 10,000
Due from Other Funds Due from Other Units Prepaid Expenditures		124,749 139,913 15,771	23,967 - -		- - 20,218		-		- - -		148,716 139,913 35,989
Total Assets	\$ =	1,361,108 \$	958,656	\$		\$	410,829	\$	1,049	\$	3,457,907
LIABILITIES AND FUND BALANCE											
Liabilities:	\$	43,956 \$	78,274	¢	5,447	¢	3,012	¢		\$	130,689
Accounts Payable Accrued and Other Liabilities Due to Other Funds	\$	43,936 \$ 14,421 23,967	10,214	· •	10,982 75,652	Φ	49,097	Φ	- -	Ф	25,403 148,716
Total Liabilities	_	82,344	78,274		92,081		52,109		-		304,808
Fund Balances: Reserved Unreserved for:		83,303	-		-		-		1,049		84,352
General Fund Special Revenue Funds	_	1,195,461 -	880,382		- 634,184		- 358,720	_	<u>-</u>		1,195,461 1,873,286
Total Fund Balances	_	1,278,764	880,382	<u>'</u> -	634,184		358,720		1,049		3,153,099
Total Liabilities and Fund Balances	\$ =	1,361,108 \$	958,656	\$	726,265	\$ =	410,829	\$	1,049		
	are diffe	reported for gove									
	there	al Assets used in g fore, are not repo erm liabilities, incl	orted in the fund	S.							4,917,614
	_	nt period and the		-			-				(724,571)
	Net As	sets of Governme	ental Activities							\$	7,346,142

### Statement of Revenues, Expenditures, and Changes in Fund Balances Governmental Funds

#### For the Year Ended March 31, 2006

Other Governmental Funds Total Police Fire Fire Permanent Fund Governmental General Protection Operating Capital Cemetery Funds Revenues **Property Taxes** \$ 339,002 877,355 620,521 208,478 \$ \$ 2,045,356 Licenses and Permits 93,399 93,399 Intergovernmental: Federal, State and Local 442,924 442,924 Charges for Services 225,358 225,358 Franchise Fees 7,168 7,168 7,469 Interest 117,014 8,847 4,809 10 138,149 Other 12,120 14,920 62,978 90,018 **Total Revenues** 1,236,985 901,122 690,968 213,287 10 3,042,372 **Expenditures** Current: General Government 814,557 814,557 Public Safety 74,437 897,326 686,256 5,377 1,663,396 Planning and Zoning 48,699 48,699 Public Works 30,962 30,962 Recreation and Cultural 13,958 13,958 Debt Service: Principal 73,580 73,580 Interest and Other Charges 27,080 27,080 Capital Outlay 78,238 78,238 **Total Expenditures** 982,613 897,326 686,256 184,275 2,750,470 Net Change in Fund Balances 254,372 3,796 4,712 29,012 10 291,902 Fund Balances - Beginning 1,024,392 876,586 629,472 329,708 1,039 2,861,197

880,382

634,184

358,720

1,049

3,153,099

1,278,764

Fund Balances - Ending

### Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities For the Year Ended March 31, 2006

Amounts reported for governmental activities in the statement of activities are different because:

Sovernmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation expense exceeded capital outlay in the current period.

The issuance of long-term debt (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-

resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

72,073

Change in net assets in governmental activities

\$ 292,196

## TOWNSHIP OF ADDISON Statement of Fiduciary Net Assets March 31, 2006

<u>ASSETS</u>	Tax Collection Fund	Agency Fund
Cash	\$ <u>2,229,823</u> \$	291,485
<u>LIABILITIES</u>		
Due to Other	\$ <u>2,229,823</u> \$	291,485

### I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### A. Reporting Entity

The Township is governed by an elected seven member Board of Trustees. Services are provided to approximately 6,107 residents in the areas of police and fire protection, parks, and planning and zoning.

As required by generally accepted accounting principles, these financial statements present the Township of Addison. The Township has no component units which are required to be included in these financial statements.

#### B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e. the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, are normally supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

#### C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic* resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

### I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation - Continued

Governmental fund financial statements are reported using the *current financial* resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the Township.

### **Governmental Funds**

The Township reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Police Protection Fund is a special revenue fund used to account for property tax levy and contract payments to the Oakland County Sheriff's Department.

The Fire Operating Special Revenue Fund is used to account for voted property tax levies to operate the Township's fire department.

The Fire Capital Special Revenue Fund is used to account for voted property tax levies to purchase equipment, vehicles, and buildings for the fire department.

In addition, the Township reports on the following fund types:

The special revenue funds account for revenue sources that are legally restricted to expenditures for specific purposes (not including expendable trusts or major capital projects).

### I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation – Continued

Permanent funds are used to report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs. This includes the cemetery expendable trust fund for the municipal cemetery.

### Fiduciary Funds

Fiduciary Funds account for assets held by the government in a trustee capacity or as an agent on behalf of others. Fiduciary funds include the following fund types:

Agency Funds are used to account for assets that the government holds for others in an agency capacity. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes. When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as needed.

#### **Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

### I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

### D. Assets, Liabilities and Net Assets or Equity

### 1. Deposits and Investments

The Township's cash and cash equivalents are considered to be cash on hand, demand deposits and short term investments with original maturities of three months or less from the date of acquisition. State statutes authorize the Township to invest in obligations of the U.S. Treasury, commercial paper of certain investment grades, and deposits of Michigan commercial banks. Investments for the Township are recorded at fair value.

### 2. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds" (i.e. the current portion of interfund loans) or "advances to/from other funds" (i.e. non-current portion of interfund loans). Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources. All trade and property tax receivables are shown net of allowance for uncollectible accounts, which are recorded at \$-0- at March 31, 2006.

### 3. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the government-wide financial statements. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of capitalized value of the assets constructed. Property, plant and equipment is depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Land Improvements	15-50
Buildings	40
Equipment	5-15

### I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

### D. Assets, Liabilities and Net Assets or Equity - Continued

### 4. Compensated Absences

In accordance with Township's internal policy, individual employees have vested rights upon termination of employment to receive payment for unused vacation and sick leave under formulas and conditions specified. All sick and vacation pay is accrued when incurred in the government-wide financial statements. This liability is composed of employees who retire and any unused vacation paid upon termination of employment. The total liability at March 31, 2006 is \$21,367.

### 5. Long-term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

Long-term debt is recognized as a liability of a governmental fund when due. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the Statement of Net Assets.

### 6. Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

### II. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

A. Explanation of Certain Differences Between the Governmental Fund Balance Sheet And the Statement of Net Assets

The governmental fund balance sheet includes a reconciliation between *fund balance - total governmental funds* and *net assets - governmental activities* as reported in the government-wide statement of net assets. One element of that reconciliation explains that "long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds." The details of this \$713,664 difference are as follows:

Installment Note Payable	\$690,364
Compensated Absences	10,907
Property Tax Tribunal Cases	23,300
	<u>\$724,571</u>

B. Explanation of Certain Differences Between the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances and the Government-wide Statement of Activities

The governmental fund statement of revenues, expenditures, and changes in fund balances includes a reconciliation between *net changes in fund balances-total governmental funds* and *changes in net assets of governmental activities* as reported in the government-wide statement of activities. One element of that reconciliation explains that "governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense." The details of this \$71,779 difference are as follows:

Capital Outlay	\$ 78,238
Depreciation Expense	<u>(150,017</u> )
	<b>\$</b> (71,779)

Another element of that reconciliation states that "the issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. The details of this \$72,073 difference are as follows:

Principal Repayments:	
Installment Note Payable	\$ 73,580
Payment of Tax Tribunal Liabilities	9,400
Increase in Compensated	
Absences Liability	(10,907)
	\$ 72,073

### III. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

### A. Budgetary Information

The Township is legally subject to the budgetary control requirements of the State of Michigan P.A. 621 of 1978 (Uniform Budgeting Act). The following is a summary of the requirements of this act:

- a. Budgets must be adopted for the General and Special Revenue Funds.
- b. Budgets must be balanced.
- c. Budgets must be amended as necessary.
- d. Public hearings must be held prior to adoption.
- e. Expenditures cannot exceed budget appropriations.
- f. Expenditures must be authorized by a budget appropriation prior to being incurred.

The Township follows these procedures in establishing the budgetary data reflected in these financial statements:

- Prior to March 31, the Township Supervisor submits to the Township Board a
  proposed operating budget for the fiscal year commencing the following
  April 1. The operating budget includes proposed expenditures and the
  means of financing them, for the General and Special Revenue Funds. These
  are prepared on the activity level basis using the modified accrued method
  of accounting.
- 2. Public hearings are conducted at the Township office to obtain taxpayer comments.
- 3. Prior to March 31, the budget is legally enacted on a departmental (activity) basis through passage of a resolution.
- 4. The Township Board must approve any revisions that alter the total expenditures of any department.
- 5. Budget appropriations lapse at year end.
- 6. The Township Board may authorize supplemental appropriations (budget amendments) during the year. In 2006, budget amendments were made and are reflected in the financial statements.
- B. Compliance with P.A. 621 of 1978
  - 1. Deficit Fund Balance

None of the funds have a deficit fund balance as of March 31, 2006.

### III. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY - Continued

- B. Compliance with P.A. 621 of 1978 Continued
  - 2. Excess of Expenditures Over Appropriations in Budgetary Funds

The budget for the General Fund is adopted at the activity level and the budgets for the Special Revenue Funds are adopted at the fund level. Expenditures in excess of budget appropriations are as follows:

			Excess
			<b>Expenditures</b>
	Final		Over
	<u>Budget</u>	<u>Actual</u>	<b>Appropriations</b>
Police Fund	\$ 885,500	\$ 897,326	\$ 11,826

### C. Public Act 245 of 1999 Compliance

In accordance with the State Construction Code Act, Public Act 245 of 1999, the Township must account for cumulative revenues over or under expenditures generated by the Township's building department from January 1, 2000 and forward.

The cumulative amounts as of March 31, 2006 are as follows:

Cumulative Balance at March 31, 2005	\$ (8,642)
Fees Collected in Fiscal Year 2006	91,989
Expenditures in Fiscal Year 2006	 (79,437)
Cumulative Balance at March 31, 2006	\$ 3,910

### IV. DETAILED NOTES ON ALL FUNDS

### A. Deposits and Investments

Under State law, the Township is permitted to invest in deposits with Michigan commercial banks, savings and loans and credit unions, obligations of the U.S. Treasury, and corporate bonds and commercial paper with certain investment grades.

The following information as required by the Governmental Accounting Standards Board Statement Number 40, is presented regarding the Township's deposits and investments:

Custodial Credit Risk. In the event of a bank failure, the Township's deposits may not be recovered. Neither State law nor the Township's investment policy requires consideration of custodial credit risk. As of March 31, 2006, the Township's book

### IV. DETAILED NOTES ON ALL FUNDS - Continued

### A. Deposits and Investments - Continued

balance of its deposits was \$3,601,605. The bank balance was \$4,067,211 which was exposed to custodial credit risk is as follows:

	Bank
	<u>Balance</u>
Insured by F.D.I.C.	\$ 100,260
Uninsured and Uncollateralized	<u>3,966,951</u>
Total	\$4,067,211

A reconciliation of cash presented on the financial statements is as follows:

Cash and Cash Equivalents per:

Statement of Net Assets	\$1,080,297
Statement of Fiduciary Net Assets	2,521,308
Total	<u>\$3,601,605</u>

State law limits investments in commercial paper, corporate bonds, and mutual bond funds to the top two ratings issued by nationally recognized statistical rating organizations. The Township's investment policy does not further limit its investment choices.

Interest Rate Risk. The Township's investment policy does not limit investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The Township's deposits and investments consisted of the following:

	Foir Volue	Weighted Average
	<u>Fair Value</u>	<u>Maturity</u>
Deposits and Investments:		
Savings and Checking Accounts	\$ 12,260	Demand
Pooled Funds	\$ 3,891,393	Demand
Certificates of Deposit	\$ 163,558	720 Days

### IV. DETAILED NOTES ON ALL FUNDS - Continued

### A. Deposits and Investments - Continued

Credit Risk. State law limits investments in commercial paper to the top two ratings issued by nationally recognized statistical rating organizations. The Township's investment policy does not further limit its investment choices. As of year end, all deposits and investments consist of demand accounts, pooled investments, certificates of deposit, all of which are not rated.

Concentration of Credit Risk. The Township's investment policy places no limit on the amount the Township may invest in any one issuer. The Township does not have more than 5% of its total investments in a single issuer.

### B. Capital Assets

Capital asset activity for the year ended March 31, 2006 was as follows:

		Beginning			Ending	
Governmental Activities:		Balance	Additions Deletions		Balance	
					_	
Capital Assets, not depreciat	ed:					
Land	\$_	3,125,000 \$	- \$	- \$	3,125,000	
Capital Assets, being deprec	iate	d:				
Building and Improvements		1,547,820	38,837	-	1,586,657	
Vehicles and Equipment	_	1,085,292	2 39,401 -		1,124,693	
		2,633,112	78,238	-	2,711,350	
Less: Accumulated Deprecia	tion:					
Building and Improvements		(132,561)	(51,594)	-	(184,155)	
Vehicles and Equipment	_	(636,158)	(98,423)	<u> </u>	(734,581)	
		(768,719)	(150,017)	<u> </u>	(918,736)	
Governmental Activities						
Capital Assets, net	\$	4,989,393 \$	(71,779) \$	\$	4,917,614	

Depreciation expense was charged on the Statement of Activities as follows:

General Government	\$ 1,667
Public Safety	148,350
	\$ 150,017

### IV. DETAILED NOTES ON ALL FUNDS - Continued

### C. Interfund Receivables and Payables

The composition of interfund balances as of March 31, 2006, is as follows:

Receivable Fund	<u>Payable Fund</u>	<u>Amount</u>
General Fund	Fire Operating	\$ 75,652
	Fire Capital	49,097
Police Protection	General Fund	23,967
		<u>\$148,716</u>

### D. Long-Term Debt

The following is a summary of long-term debt transactions of the Township for the year ended March 31, 2006:

$\cap$	
	ne Year
\$	76,188
	23,300
	-
\$	99,488
	\$

Following is a detailed description of each of the above debts:

### 2004 Installment Note Payable

During 2004, the Township financed a portion of the new fire station with an installment note through Oxford Bank with an interest rate of 3.495%, a maturity date of May 1, 2013, and annual payments of \$100,660 including interest.

The following is a summary of general obligation debt outstanding (excluding compensated absences and contingencies) of the Township as of March 31, 2006:

	Number of	Interest	Maturing	Principal
Governmental Activities:	<u>Issues</u>	Rate	<u>Through</u>	<u>Outstanding</u>
Installment Note	1	3.495%	2013	\$ 690,364

### IV. DETAILED NOTES ON ALL FUNDS - Continued

### D. Long-Term Debt - Continued

The annual debt service requirements to maturity for general obligation debt outstanding as of March 31, 2006 are as follows:

	Governme	<b>Governmental Activities</b>			
	<u>Principal</u>	<u>Interest</u>			
<u>Year Ended</u>					
2007	\$ 76,188	\$ 24,472			
2008	78,887	21,773			
2009	81,631	19,029			
2010	84,575	16,084			
2011	87,545	13,115			
2012-2014	<u>281,538</u>	20,193			
	\$ 690,364	<u>\$114,666</u>			

### E. Reserved Fund Balance

A detailed description of fund balance reservations and designations (for all governmental fund types) at March 31, 2006, is presented below:

	Special						
	General		Revenue		<u>Permane</u>		<u>manent</u>
<u>Fund Balance</u>							
Reserved for Cemetery	\$	-	\$	-		\$	1,049
Reserved for Site Cleanup		83,303		-			-
Unreserved:							
Designated for Subsequent							
Years Expenditures		35,000		-			-
Undesignated	1,	160,461	1,8	73,286			-
Total Fund Balance	\$1,:	278,764	\$1,8	73,286		\$	1,049
				_	_		

### F. Property Taxes

Property tax assessments are assessed as of each December 31. The Township tax levy is billed on December 1 of the following year, and payable through February. Taxes are considered delinquent on March 1, at which time the applicable property is subject to lien and penalty and interest is assessed. Township property tax revenues are accounted for in the General Fund, Police Protection Fund, Fire Operating Fund, and Fire Capital Fund, and are recognized in the current year as revenue in accordance with guidelines of the State of Michigan.

### IV. DETAILED NOTES ON ALL FUNDS - Continued

### F. Property Taxes - Continued

The following is a summary of the tax rates levied on the 2005 tax roll:

		Per \$1,000 of State <u>Equalized Value</u>						
		<b>Authorized</b>	Rate Post	Rate	Tax			
<u>Purpose</u>	<u>Authorization</u>	<u>Rate</u>	<u>"Roll Back"</u>	<u>Levied</u>	<u>Margin</u>			
Operating	Statute	1.4100	1.0936	1.0936	-			
Library	Voted	.7500	.5817	.5817	-			
Police	Voted	2.5000	1.9393	1.9393	-			
Police	Voted	1.0000	.9357	.9357	-			
Fire Operatin	g Voted	.7500	.5817	.5817	-			
Fire Operatin	g Voted	.7500	.7017	.7017	-			
Fire Operatin	g Voted	.7500	.7500	.7500	-			
Fire Capital	Voted	.5000	.4555	.4555	-			
Fire Capital	Voted	.2500	.2277	.2277	-			

#### V. OTHER INFORMATION

### A. Risk Management

The Township of Addison purchases commercial insurance for its workers compensation coverage and is a member of the Michigan Municipal Risk Management Authority risk pool for its property and general liability insurance coverage. The Township pays annual premiums to the pool. The pool is self-sustaining through member premiums.

In the event that a single loss should exceed the amount of protection afforded by the pool loss reserve fund, or in the event that a series of losses should deplete or exhaust the loss reserve fund, the payment of valid losses shall be the obligation of the individual member or members of the respective pool against whom the claim was made.

No such event has occurred with the Township of Addison and the pools to which it belongs in any of the past three fiscal years.

### B. Joint Venture

The Township is a member of the North Oakland Transportation Authority (NOTA), which provides transportation services to the residents of Oxford, Orion, and Addison Townships. The participating communities provide annual funding for its operations. During the current year, the Township contributed \$22,738 for its

### V. OTHER INFORMATION - Continued

#### B. Joint Venture - Continued

operations. The North Oakland Transportation Authority is not considered a part of the reporting entity of Addison Township. Separate financial statements of the joint venture may be obtained at North Oakland Transportation Authority, 720 James Hunt Dr., PO Box 96, Oxford, Michigan 48371.

### C. Personal Property Tax Multipliers

In November 1999, the State Tax Commission approved revised personal property tax tables for utilities. The revised tables affected taxes collected from 1997 to present due to local units of government continuing to use the personal property tax tables in effect prior to 1999. The issue was the subject of a lawsuit brought by several units of government against the State Tax Commission, challenging the constitutionality of the new utility personal property tax tables. In April 2002, the revised tables were upheld by the court.

The local units of government appealed this decision and during 2003, the Michigan Tax Tribunal entered its judgment to uphold the new tables. The amounts paid to the Township in excess of the approved amounts using the new tables would potentially need to be refunded to the utility companies. During fiscal year 2006, a portion of this liability in the amount of \$9,400 was paid by the Township. The remaining liability could result in refunds of \$3,720 from the General Fund and \$19,580 from the Special Revenue Funds. This matter is expected to be settled some time in the next fiscal year. Therefore, the potential refund amount totaling \$23,300 has been recorded in the Statement of Net Assets.

REQUIRED SUPPLEMENTARY INFORMATION

### General Fund

### Statement of Revenues, Expenditures and Changes

### <u>in Fund Balance - Budget and Actual</u> <u>For the Year Ended March 31, 2006</u>

	Budgeted Amounts						Variance with	
	_	Original		Final		Actual	Final Budget	
Revenues:								
Property Taxes	\$	317,500	\$	317,500	\$	339,002	\$ 21,502	
Licenses and Permits		113,000		113,000		93,399	(19,601)	
Intergovernmental - Federal/CDBG		17,500		17,500		4,846	(12,654)	
Intergovernmental - State		441,000		441,000		438,078	(2,922)	
Charges for Services		98,900		98,900		225,358	126,458	
Franchise Fees		8,500		8,500		7,168	(1,332)	
Interest		15,000		15,000		117,014	102,014	
Other		25,300		25,300		12,120	(13,180)	
Total Revenues	_	1,036,700	_	1,036,700		1,236,985	200,285	
Expenditures:								
General Government:								
General Administration		233,900		246,900		222,878	24,022	
Supervisor		84,272		85,972		85,654	318	
Elections							13,362	
		24,500		24,500		11,138		
Legal and Audit		197,900		197,900		199,706	(1,806)	
Assessor		45,850		45,850		37,910	7,940	
Clerk		115,272		115,272		109,557	5,715	
Board of Review		625		625		875	(250)	
Treasurer		94,534		97,734		97,663	71	
Building and Grounds		21,500		36,500		22,814	13,686	
Cemetery	_	23,500	_	29,500		26,362	3,138	
Total General Government	_	841,853	-	880,753	_	814,557	66,196	
Public Safety:								
Safety Inspections	_	99,750	-	99,750	_	74,437	25,313	
Planning and Zoning:								
Planning		47,970		47,970		45,817	2,153	
Zoning Board of Appeals		4,500		4,500		2,882	1,618	
Total Planning and Zoning	_	52,470	-	52,470	_	48,699	3,771	
Public Works:								
Engineering		17,500		17,500		12,195	5,305	
Street Lights		11,000		11,000		10,499	501	
Special Assessment Districts		13,000		13,000		-	13,000	
Roads		17,000		17,000		8,268	8,732	
Total Public Works		58,500	-	58,500	_	30,962	27,538	
Parks		17,800	_	17,800	_	13,958	3,842	
Other Functions		41,327		2,427		-	2,427	
	_	,	_		_			
Total Expenditures	_	1,111,700	-	1,111,700	_	982,613	129,087	
Excess (Deficiency) of								
Revenues Over Expenditures		(75,000)		(75,000)		254,372	329,372	
Fund Balance - April 1	_	1,024,392	_	1,024,392		1,024,392		
Fund Balance - March 31	\$ _	949,392	\$	949,392	\$ _	1,278,764	\$ 329,372	

### Police Protection Special Revenue Fund

### Statement of Revenues, Expenditures and Changes

### in Fund Balance - Budget and Actual For the Year Ended March 31, 2006

	_	Budgeted Amounts Original Final			Actual		Variance with Final Budget	
Revenues:	_			-		•		
Property Taxes Interest Other Total Revenues	\$ 	833,700 \$ 3,000 10,000 846,700	833,700 3,000 10,000 846,700	\$	877,355 8,847 14,920 901,122	\$	43,655 5,847 4,920 54,422	
Expenditures: Police Protection		885,500	885,500	-	897,326		(11,826)	
Net Change in Fund Balance		(38,800)	(38,800)		3,796		42,596	
Fund Balance - April 1	_	876,586	876,586	-	876,586			
Fund Balance - March 31	\$ _	837,786 \$	837,786	\$	880,382	\$	42,596	

### Fire Operating Special Revenue Fund

### Statement of Revenues, Expenditures and Changes

### in Fund Balance - Budget and Actual For the Year Ended March 31, 2006

		Budgete	Amounts	_			Variance with	
	_	Original		Final		Actual		Final Budget
Revenues:								
Property Taxes	\$	560,640	\$	560,640	\$	620,521	\$	59,881
Interest		2,000		2,000		7,469		5,469
Other		62,900	_	62,900	_	62,978		78
Total Revenues		625,540		625,540		690,968		65,428
Expenditures: Fire Protection	_	663,750	_	708,750	. <u>-</u>	686,256		22,494
Excess (Deficiency) of Revenues Over Expenditures		(38,210)		(83,210)		4,712		87,922
Fund Balance - April 1	_	629,472	_	629,472		629,472		
Fund Balance - March 31	\$	591,262	\$_	546,262	\$	634,184	\$	87,922

### Fire Capital Special Revenue Fund

### Statement of Revenues, Expenditures and Changes

in Fund Balance - Budget and Actual For the Year Ended March 31, 2006

		Budgeted Amounts				Variance with	
		Original	Final	_	Actual		Final Budget
Revenues:	'	_		-	_		_
Property Taxes	\$	198,130 \$	198,130	\$	208,478	\$	10,348
Interest		2,000	2,000	_	4,809		2,809
Total Revenues	_	200,130	200,130		213,287		13,157
Expenditures:							
Public Safety		-	-		5,377		(5,377)
Capital Outlay		173,830	173,830		78,238		95,592
Debt Service:							
Principal		73,960	73,960		73,580		380
Interest and Fees		26,700	26,700	_	27,080	_	(380)
Total Expenditures	_	274,490	274,490	-	184,275		90,215
Excess (Deficiency) of							
Revenues Over Expenditures		(74,360)	(74,360)		29,012		103,372
Fund Balance - April 1	_	329,708	329,708	_	329,708		
Fund Balance - March 31	\$	255,348 \$	255,348	\$	358,720	\$	103,372